

## **Checklist for Regular/Retiring Pension Cases**

**(A) Documents to be provided by the Retiree/Pensioner for Processing Pension Case**

Form/Document			Reasons, if no
1. Form Pen -15 (Rule 9.4(c))	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Undertaking under Rule 9.15(i)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. 3 Joint Photographs (Form 15)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Specimen Signatures (Form 15)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. List of Family Members with DOB/Age, Relation & Marital Status (Form 15)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Descriptive Roll	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7. Form Pen- 14 (Commutation Application if applicable)/ Form Pen-12 (Commutation Application with Medical certificate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8. Status of spouse (In case Death/Divorce attached document/proof)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Permanent Account Number for Income Tax (PAN), Aadhaar Number, Mobile Number and E-mail ID (Punjab Government Finance Department Letter No. 5/49/13-3FPPC/785906/1 dated 29-06-16)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Checklist for Family Pension Cases

**(A) Documents to be provided by the Family Pensioners for processing Family Pension Case**

Form/Document	Yes	No	Reasons, if no
1. Form Pen -16 (a) –Application for family pension (Rule 6.18 A)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Form Pen -16 (b)-Application for DCRG (Rule 6.18 A)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Death Certificate of deceased Government Employee	<input type="checkbox"/>	<input type="checkbox"/>	
4. Undertaking under rule 9.15(i)	<input type="checkbox"/>	<input type="checkbox"/>	
5. 3 Photographs (Form 15)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Descriptive Roll	<input type="checkbox"/>	<input type="checkbox"/>	
7. Specimen Signatures (Form 15)	<input type="checkbox"/>	<input type="checkbox"/>	
8. List of Family Members with DOB/Age, Relation & Marital Status (Form 15)	<input type="checkbox"/>	<input type="checkbox"/>	
9. Income Certificate (in case of Family Pension to be authorized other than spouse) (Rule 6.17 (v) Explanation (2))	<input type="checkbox"/>	<input type="checkbox"/>	
10. Dependent certificate (in case of Family Pension to be authorized to parents) (Rule 8.38 (6))	<input type="checkbox"/>	<input type="checkbox"/>	
11. Non traceable certificate from the Police (in case Missing government employee) alongwith Indemnity Bond (Rule 6.17 (4) Note 4 below (v))	<input type="checkbox"/>	<input type="checkbox"/>	
12. Legal Guardianship Certificate ( if no Natural/Defecto guardian available) (Rule 6.17 (4) Note 4 below (v))	<input type="checkbox"/>	<input type="checkbox"/>	

13. Permanent Account Number for Income Tax (PAN), Aadhaar Number, Mobile Number and E-mail ID (Punjab Government Finance Department Letter No. 5/49/13-3FPPC/785906/1 dated 29-06-16)

Yes	No
-----	----

--

**(B) Documents to be provided by the Pension Sanctioning Authority for processing Family Pension Case**

Form/Document	Yes	No	Reasons, if no
1. Form Pen 17 Sanction of Family Pension (Rule 6.27)	Yes	No	
2. Annexure -I (Form 16-B) Sanction of DCRG (Rule 6.18 A)	Yes	No	
3. History sheet with Qualifying Service, Non Qualifying Service & weightage, if any	Yes	No	
4. Three passport size photographs of the applicant duly attested by PSA	Yes	No	
5. Calculation Sheet (Rule 9.4 (b) iii)	Yes	No	
6. No Dues Certificate (Rule 9.8)	Yes	No	
7. No Inquiry Certificate (Rule 9.14)	Yes	No	
8. No Judicial Proceeding Pending Certificate (Rule 9.14)	Yes	No	
9. Last Pay Certificate (Rule 2.2.(2))	Yes	No	
10. Vigilance Certificate in case of Group A&B (letter no. 19/01/2002-4/च(I)11424 dated 07/06/2002)	Yes	No	